



CERTIFICATED JOB DESCRIPTION CAJON VALLEY UNION SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT – EDUCATIONAL SERVICES

DIRECTLY RESPONSIBLE TO
Superintendent

PRIMARY FUNCTION

Responsible for leadership, coordination and implementation of educational services, including curriculum development, learning support, program evaluation, categorical programs and instructional media services.

AREAS OF RESPONSIBILITY

- Evaluate effectiveness of District-wide educational programs and make recommendations for continuous improvement.
- Evaluate student achievement data and make recommendations for program improvement.
- Work with District leadership and the Governing Board on development and implementation of the Strategic Plan.
- Provide leadership regarding the planning and implementation of professional development in all curricular areas, curriculum monitoring, student achievement data analysis, and delivery of effective instructional strategies.
- Provide leadership and supervision of school plan preparation, implementation, and evaluation to ensure compliance with state, federal and District guidelines.
- Oversee the review and selection of District-adopted textbooks and instructional materials.
- Prepare information and agenda items to keep the Governing Board apprised of the District's educational programs.
- Chair District-level committees as assigned.
- Communicate with parents/guardians, parent and community groups and employee groups regarding District programs, educational issues, and concerns.
- Serve as District liaison to East County and San Diego County curriculum and/or instruction committees.
- Prepare and monitor budgets within the Educational Services Division.
- Provide leadership and supervision for Curriculum, Program Evaluation, Learning Support, and Instructional Media Services Departments.
- Serve as a member of the Superintendent's Cabinet and District Management Team.
- Perform all other related duties as assigned by the Superintendent.

JOB REQUIREMENTS

- Master's degree
- Administrative credential
- Background in curriculum development
- Experience providing professional development
- Understanding of data analysis
- Experience as a principal
- Administrative experience at the district level

IMMEDIATE SUBORDINATES

- Director of Curriculum and Instruction
- Coordinators assigned to Educational Services

- Teacher Facilitators assigned to Educational Services
- Executive Secretary III

SALARY

In accordance with the Cabinet Members' Salary Schedule